

U.S. Mission
Property Disposal Sale
at
American Embassy warehouse
Plot 63/67 Spring Road, Bugolobi
October 21 – 22, 2015
Entry & Registration: 9 AM – 3 PM
Viewing & Bidding: until 4 PM

INSTRUCTIONS TO BIDDERS

VIEWING:

- Register and purchase a catalog of items for sale for UGX 20,000 (Twenty Thousand Uganda Shillings).
- View items for sale on display in the designated warehouse area. Taking photos is not allowed.

COMMITMENT DEPOSIT:

- Members of the public wishing to bid on Lots being offered for sale **MUST PAY A COMMITMENT DEPOSIT OF UGX 1,000,000 (One Million Uganda Shillings)**. This entitles a bidder to a single official bid form which provides the bidder the opportunity to bid on up to a maximum of thirty (30) Lots ONLY. Your registration number will be entered on your bid form.
- Commitment Deposit is paid at the warehouse on **October 21-22** to the Embassy cashier. You will receive a receipt, bid form and bidder registration number.
- **October 26th-28th, from 9 AM to 4 PM**, Commitment Deposits will be refunded at the warehouse by the Embassy cashier to unsuccessful bidders, and to the successful bidders who have paid for their Lot(s) awarded, and who produce a receipt for payment of URA taxes.
- **IMPORTANT NOTE 1: A BIDDER AWARDED A LOT OR LOTS, BUT WHO DEFAULTS ON PAYMENT OF ANY OF THE AWARDED LOTS (BID AMOUNT AND URA TAXES) SHALL FORFEIT HER/HIS COMMITMENT DEPOSIT. (In other words, do not bid on a lot you do not intend to pay for. You will lose your Commitment Deposit if you win and fail to pay. You must pay for all the lots you have won, as well as the URA taxes BEFORE you can claim back your Commitment Deposit.)**
- **IMPORTANT NOTE 2:** Commitment deposits will NOT be applied against successful bids, you must pay for your lot(s) before you seek refund of the Commitment Deposit.
- **IMPORTANT NOTE 3:** Keep your receipts as proof of payment of the Commitment Deposit and URA taxes as you will need them to obtain refund of your Commitment Deposit.
- **IMPORTANT NOTE 4:** Successful (high) bidders, who do not pay for their lot on **Monday, October 26th**, will lose their Commitment deposit as well.

BIDDING:

- Clearly write the lot number and bid amount in the spaces provided on the bid form for each lot you wish to submit a bid.

After Commitment Deposit is made, insert Bidder Reg. Number: _____

- **DO NOT** include the tax amount in your bid amount. Taxes are set by URA and must be paid in addition to, but separate from, the bid amount. **The Tax percentages are calculated from your bid amount.** Please review catalogue to establish the taxes due in relation to your bid amount

BID WINNERS:

- **The list of Lot awards will be posted by BIDDER REGISTRATION NUMBER** on the embassy's website at [http: //kampala.usembassy.gov/](http://kampala.usembassy.gov/) and outside the Embassy Warehouse security check point **on Friday, October 23rd**. You need to know your bidder registration number to know which Lot(s) you have been awarded. **All payments must be in CASH only.**
- **On Monday, Oct. 26th, from 9 AM until 4 PM**, payment for Lots and payment of taxes to URA, collection (pick-up and removal) of Lots starts, and will continue **through Wednesday, Oct. 28th**.
- Seek clearance with the guards at the warehouse gate to access the Embassy Cashier Desk.
- Payments will be made at the Embassy Cashier Desk and, for taxes, at the URA cashier desk.
Note: After **October 28th**, taxes are to be paid directly at the URA office, as directed.
- Collect items within **two business days** after payment of bid amounts and URA taxes.
- You must carry with you all your payment receipts (bid payment and taxes payment receipts) and identification in order to pick-up and remove the Lot items from the embassy warehouse.

CONDITIONS UNDER WHICH PROPERTY IS SOLD

- The property is sold on an "as-is-where is basis" for **CASH payment ONLY** without refund or warranty by the US Government. No guarantee can be given for the working/good condition or completeness of any Lot. The U.S. Government cannot be held liable for any errors in this catalogue.
- Items must be loaded and removed by buyers at the warehouse security check point **ONLY**; warehouse team will assist with providing your Lot to security check point for loading/pickup.
- If the buyer fails to collect his fully paid Lot at the Embassy warehouse in the **GIVEN 2 BUSINESS DAYS**, the Embassy will be entitled to charge the bidder for storage up to the bid value and time of storage.
- **Both payment of Lot, and the Lot, may be repossessed by the US Mission, with no refund, if not picked up and removed from the Embassy warehouse by November 3, 2015.**
- Applicable local taxes and customs duties or fees are paid by the purchaser prior to the collection of any Lot. If you hold duty free status, you must show proof of your tax exemption to URA desk officers.

The U.S. Government has the authority to reject any or all bids, if they consider the bid amounts insufficient.